



BOOK  
ALERT

an *annotated* listing of recently published,  
work related reading for City of Tempe employees ...

\* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt\_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 395.52 Fox, Sue and Perrin Cunningham  
F794B **Business Etiquette for Dummies.** IDG Books, 2001. *Just keep repeating to yourself - handshakes don't come in flavors.*
- 428.43 Chesla, Elizabeth  
C524 **Read Better, Remember More: Read Effectively and Retain What You've**  
2000 **Read.** Learning Express, LLC, 2000. *I liked the section on reading between the lines. All right, it didn't actually have a section called reading between the lines, but I could tell that was what they were implying.*

CAREER

- 650.14 Rich, Jason R.  
R498Y **Your Career: Coach Yourself to Success.** Learning Express, LLC, 2001. *Because it might take awhile, I hope to negotiate with myself for at least a three year contract.*

COMMUNICATION

- 808.06665 Benjamin, Susan  
B468W **Words at Work: Business Writing in Half the Time with Twice the Power.** Addison-Wesley, 1997. *Or if you are really concerned with speed you could probably take it down to a quarter of the time and still retain three quarters of the original power.*
- 658.45 Tingley, Judith C.  
T588P **The Power of Indirect Influence.** AMACOM, 2000. *A low calorie version of sweet talk.*

COMPUTERS

- 651.79 Chase, Maureen and Sandy Trupp  
C487O **Office Emails that Really Click.** Ageis Pub. Gr., 2000. *What about an auto-signature that combines exploding fireworks with the Rocketts chorus line doing their high kicks?*

## MANAGEMENT

- 658.4092  
B483N Berardi, Alexander J.  
**Never Offer Your Comb to a Bald Man: How to Get What You Want by Giving Others What They Need.** New World Library, 2001. *Personally, I follow the maxim of not offering anyone anything that, when considering its necessity, risks an untoward comparison with plans for limited cranial excavation.*
- 658.456  
C257C Craven, Robin E. and Lynn Johnson Golabowski  
**The Complete Idiot's Guide to Meeting and Event Planning.** Alpha Bks., 2001. *Teaches the very basics about meetings and events. For example, what they are and why they exist. Which, as we all know, is to allow us to develop professionally by means of free food.*
- 658  
D311A Deep, Sam and Lyle Sussman  
**Act on It! Solving 101 of the Toughest Management Challenges.** Perseus Pub., 2000. *Guaranteed to remove most shades of stubborn grey from those nasty decisions and leave you with beautiful black and white choices.*
- 650.1082  
H224W Hammer, Kay  
**Workplace Warrior: Insights and Advice for Winning on the Corporate Battlefield.** AMACOM, 2000. *...there I was, outflanked by fear of failure. I felt my only chance was a pitched battle against self doubt. Then again, I could go run for cover behind the nearest desk ...*
- 658.314  
L933P Lucas, James R.  
**The Passionate Organization: Igniting the Fire of Employee Commitment.** AMACOM, 1999. *I like the idea of using paperwork as kindling.*
- 658.3  
M169I McNair, Frank  
**It's OK to Ask 'Em to Work: And Other Essential Maxims for Smart Managers.** AMACOM, 2000. *Except on Fridays.*
- 658.4063  
M468A Mercer, Michael  
**Absolutely Fabulous Organizational Change: Strategies for Success from America's Best-Run Companies.** Castlegate Pub. Inc., 2000. *I think the basic strategies here can be adapted for sensational or amazing or even incredible organizational change. You just have to supply the over-used and meaningless superlative.*
- 344.012596  
R425F Repa, Barbara Kate  
**Firing Without Fear: A Legal Guide for Conscientious Employers.** Nolo Pr., 2000. *You may still have to duck when those crumpled up pink slips are thrown back at you.*
- 658.403  
S529S Shapiro, Eileen  
**The Seven Deadly Sins of Business: Freeing the Corporate Mind from Doom-Loop Thinking.** Capstone, 1998. *It didn't mention the one I'm most concerned about though - workroom snack gluttony.*

658.4  
S912R Straub, Joseph T.  
**The Rookie Manager: A Guide to Surviving Your First Year in Management.** AMACOM, 1999. *Understand the manager's role, find your management style. For example, learn when it is most effective to kick dust on the other person's shoes to get your point across.*

#### SPECIFIC SKILLS

659.2  
Y355P Yaverbaum, Eric and Bob Bly  
**Public Relations Kit for Dummies.** IDG Books, 2001. *Where exactly do you push when it says press release?*

#### WORK ENVIRONMENT

658.409  
A337M Albion, Mark  
**Making a Life Making a Living: Reclaiming Your Purpose and Passion in Business and in Life.** Warner Books Inc., 2000. *You know, I've been trying to measure my success with a Fullfillometer, but I just don't trust the ones you stick in your ear.*

133.3337  
H162H Hale, Gill  
**How to Feng Shui Your Office.** Lorenz Books, 2001. *Imagine, they got mad when I tried to cut a hole in my cubicle wall, even when I told them I had trapped chi flow that I just had to release. Can you believe it?*

650  
S541N Sheerer, Robin A.  
**No More Blue Mondays: Four Keys to Finding Fulfillment at Work.** Davies-Black Pub., 1999. *Yellow may be a bit too cheery for the start of a new work week. How about nice quiet earth tone Mondays?*